

POSITION DESCRIPTION (Please Read Instructions on the Back)

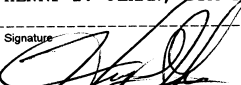
2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location ORLANDO, FL	5. Duty Station ABERDEEN PROVING GRD, MD	1. Agency Position No. NL09783
6. Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests	9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6. OPM Certification No.
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity 1- Non-Sensitive <input type="checkbox"/> 3- Critical Sensitive <input checked="" type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 4- Special Sensitive <input type="checkbox"/>	13. Competitive Level Code 14-03	14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	ELECTRONICS ENGINEER	GS	0855	14	JR	7-13-95
e. Recommended by Supervisor or Initiating Office						


16. Organizational Title of Position (if different from official title)	17. Name of Employee (if vacant, specify)
18. Department, Agency, or Establishment DEPARTMENT OF THE ARMY	c. Third Subdivision PROJECT MGR FOR ITTS (I)
a. First Subdivision ARMY MATERIEL COMMAND (AMC)	d. Fourth Subdivision
b. Second Subdivision STRICOM	e. Fifth Subdivision

19. Employee Review—This is an accurate statement of the major duties and responsibilities of my position.

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violation of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor HENRY I. JEHAN, DPM FOR ITTS	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature:  Date: 3 AUG 95	Signature: _____ Date: _____

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action JAMES M. SKURKA, DEPUTY TO THE COMMANDER	22. Position Classification Standards Used in Classifying/Grading Position OPM PCS FOR GS-0855, 02/71 OPM GEN GEG FOR NONSUPV PROFESSIONAL ENGR POSITIONS, 06/71
Signature:  Date: 9 AUG 95	Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
THIS POSITION IS AT THE FULL PERFORMANCE LEVEL.
BUS: 7777

MAJOR DUTIES

Serves as the director and administrator of the tri-Service Operational Test and Evaluation Coordinating Committee (OTECC) Working Group (WG) and as the administrator of the OTECC. Follows the guidance of the Chairman of the OTECC Principals while independently developing plans and procedures, as well as execution level reviews of all OTECC-funded Instrumentation, Targets and Threat Simulators (ITTS) projects. Maintains full cognizance over the entire (approximately \$20M) Resource Enhancement Project (REP) funding line, to include monthly updates of all obligation and expenditure statuses, and promptly investigate the causes and evaluate solutions to any execution level difficulties identified. Report such findings and recommendations to the OTECC as necessary.

1. Monitors the execution status of all REP subprojects and ensures that the total REP project reaches not less than 85% obligation by the end of the fiscal year of execution and not less than 85% expenditure by the end of the following fiscal year. Ensures the completion of the following documentation for all funded REP subprojects:

- Nomination Assessment Report (Checklist)
- REP Quad Chart
- Obligation and Expenditure Plan
- Monthly Obligation and Expenditure Reports
- Mid-Year Briefing (required only for subprojects to be briefed to the Central Test and Evaluation Investment Program (CTEIP) mid-year review)

Maintains the REP Automated Management Information System (RAMIS) database and appropriate paper files for reference by the OTECC and OTECC WG. Ensures the timely completion of the REP Project Management Directive, or, alternatively, the timely completion of both the REP Project Management Plan and Directive.

45%

2. Assists in ongoing efforts to enhance, modernize, or improve the REP and CTEIP processes, providing assistance to the management of the CTEIP program, as required. Tracks all action items for all Services directed by the OTECC and OTECC WG. 20%

3. Develops and/or presents briefings for the Defense Test and Training Steering Group; Central Test and Evaluation Investment Program Review Panel; Test and Evaluation Resources Committee; Director, Operational Test and Evaluation; Congress; Range Commanders Council; Service Headquarters Staffs; and similar committees and personnel as necessary. 15%

4. Develops, reviews and/or interprets Army, other Service, DOD Agency and OSD policies, directives and/or regulations pertaining to assigned projects. Maintains knowledge of U.S. and foreign weapons systems capability and development. 10%

5. Serves as liaison between the OTECC and CROSSBOW committees and ensures that the CROSSBOW committee has opportunity to review all air defense related REP candidates prior to funding. Performs the duties of the OTECC Chairman as required and advises him on the actions and activities of the OTECC prior to his tenure to ensure the generation of coherent, consistent policy.

10%

Performs other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

Ability to gather and analyze information, make sound judgements, and develop, review and/or interpret policies, directives and/or regulations pertaining to assigned projects.

Demonstrated ability to effectively communicate recommendations orally and in writing to higher organizational management, and to instruct peers in technical subjects such as automation. Extensive negotiation skill is also required.

Ability to plan and oversee difficult projects where technical unknowns prevail, high level of resources are involved, and deviations from plans and schedules which impact successful project completion are the norm. This involves close association with work in progress, and ability to reach conclusions on less than complete information.

Extensive professional knowledge of electronics, mechanical, and/or aerospace engineering. Technology involved includes electro-optics, radar, avionics, and robotics. An intensive specialized knowledge of specific systems such as automation systems, modeling and simulation, information management, and/or communications systems is also required.

Demonstrated skill in analyzing complex multifaceted issues in order to make sound decisions/recommendations while presenting lucid comprehensive supporting rationale.

Expert knowledge and experience in materiel acquisition process and skill in applying acquisition regulations and directives.

FACTOR 2 - SUPERVISORY CONTROLS

Works independently under the administrative supervision of a higher graded employee who provides technical advice and guidance in rare instances. Specific assignments, including general technical objectives to be attained and program requirements, time frames for completion of work, and guidance on critical or

controversial issues, are made by the OTECC. Incumbent discusses with supervisor the broad phases and the progress of the work and administrative matters, but receives little or no guidance in implementation of the technical details. Correspondence, plans, and other material requiring concurrence and/or approval are reviewed for technical adequacy or feasibility and conformance to established policy by the OTECC.

FACTOR 3 - GUIDELINES

Regulations, policies and guidelines are usually limited to broad objectives and policy. The incumbent must adapt and interpret regulations, policies and guidelines from DoD and all three Services, frequently establishing new policies. Judgements must be made when program/project constraints preclude following established policies and procedures and Army policy. Many times there will have been no precedent, and the incumbent will have to exercise initiative to derive new and unique approaches to fulfilling requirements and solving problems. There will be constant need to readjust goals and plans in accordance with changes in the work situation, Congressional and/or top level DOD and Service decisions.

FACTOR 4 - COMPLEXITY

The work involves innovative application of systems technology and management principles to identify critical problems and assure program accomplishment. The complexity of assignments results from both a tri-Service management environment and technology factors associated with applying engineering principles to advance the state of the art. The incumbent will have to react to changes in Service positions, funding, available hardware, priority of objectives, developing technology, new alternatives, and numerous other complex factors. When deviations are detected, incumbent must take immediate corrective action.

Direct leadership is frequently crucial in motivating government and contractor personnel at many levels with frequently conflicting interests. Assigned program/projects are characterized by unusual factors and pressures which create a management situation resulting in a substantial element of uncertainty and risk as to the foreseeable outcome of efforts. Vital aspects of projects require the development of new approaches to problems and the pursuit of alternative courses of action. Program complexities call for frequent reprogramming and readjustments of schedules, funds, and the activities of program participants.

FACTOR 5 - SCOPE AND EFFECT

The incumbent's actions and decisions have a direct impact on the cost, schedule, performance, and supportability of systems, subsystems, and/or equipment managed. Alternative management

approaches developed frequently effect the efficiency of methods and procedures used in other Army commands, other Services and DoD agencies.

FACTOR 6 - PERSONAL CONTACTS

Interacts with Army, Navy, Air Force and DoD personnel to include program and functional specialists within STRICOM; senior managers at higher headquarters; functional specialists and managers from Army, other Service and DoD activities; and representatives of contractor organizations.

FACTOR 7 - PURPOSE OF CONTACTS

Contacts are to initiate action, resolve problems, gain information and report program/project progress to management and other personnel within and outside the organization. Motivation and persuasion are often required to achieve agreement among diverse program participants with differing objectives or views. The incumbent must defend or justify critical program decisions to higher levels of management as appropriate.

FACTOR 8 - PHYSICAL DEMANDS

The work is mostly sedentary, although there may be some walking, bending, and climbing associated with on-site activities.

FACTOR 9 - WORK ENVIRONMENT

The work is primarily performed in an office setting. Some work may be performed at industrial and manufacturing facilities, field sites, and test ranges. Frequent travel by commercial and military aircraft under conditions described in the DoD Joint Travel Regulations may be required.

Incumbent must be able to obtain and maintain a top secret clearance.

Subject to drug testing in accordance with established regulatory guidance.

Dr 9/28/94

PD # NL09783001

This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, (i.e., the Director of Acquisition Career Management, the Army Acquisition Executive, or the Secretary of the Army) or if the employee is "grandfathered" under 10 U.S.C. 1736 (c) (1), the following are statutorily mandated requirements (Reference: 10 U.S.C. 1733 and 1737):

- (1) Selectee must be a member of an Acquisition Corps at the time of appointment.
- (2) Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in this position for at least three years. In signing such agreement, the employee does not forfeit any employment rights, nor does such agreement alter any other terms or conditions of employment.